

## RECORDS RETENTION SCHEDULE

6C 27914

Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2<sup>nd</sup> Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by e-mail at CalRIM@dgs.ca.gov

(1) DEPARTMENT, BOARD OR COMMISSION Public Utilities Commission		(2) AGENCY BILLING CODE 59000		(3) PAGE 1 OF 3 PAGES	
(4) DIVISION/ BRANCH/ SECTION Consumer Protection and Safety Div./Trans. Enforcement Branch		(5) ADDRESS 505 Van Ness Ave., San Francisco			
CHECK THE APPROPRIATE BOX					
(6) <input checked="" type="checkbox"/> New schedule of records that have never been scheduled. [Complete boxes (9)-(12)]					
(7) <input type="checkbox"/> Revising a previous schedule. [Complete boxes (13)-(16)] (A new approval number will be assigned.)					
(8) <input type="checkbox"/> Amending some pages of a previous schedule. [Complete boxes (13)-(16)] (The original approval number will remain in effect.)					
NEW SCHEDULE INFORMATION (If applicable)		(9) SCHEDULE NUMBER TEB-1	(10) SCHEDULE DATE November 13, 2007	(11) NUMBER OF PAGES 3	(12) CUBIC FEET (Total Schedule) 840.5
PREVIOUS SCHEDULE INFORMATION (If applicable)		(13) SCHEDULE NUMBER	(14) APPROVAL NUMBER 1999-106	(15) APPROVAL DATE(S)	(16) PAGE NUMBER(S) REVISED
(17) MISSION/FUNCTIONAL STATEMENT Licensing of motor carriers of passengers and household goods carriers and enforcement of related statutes and regulations.					
<b>PART I - AGENCY STATEMENTS</b>					
As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks.					
(18) SIGNATURE - MANAGER RESPONSIBLE FOR THE RECORDS Paul Munhall		(19) TITLE Program Manager		(20) PHONE NUMBER 415.703.2183	(21) DATE SIGNED Nov. 13, 2007
In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.					
(22) SIGNATURE - RECORDS MGMT. ANALYST Gary R. Munhall		(23) CLASSIFICATION B50II Supervisor	(24) NAME (Printed or Typed) GARY R. munhall	(25) PHONE NUMBER (415) 703-1960	(26) DATE SIGNED 12/24/2007
<b>PART II - DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)</b>					
(27) SIGNATURE - CalRIM CONSULTANT Janice C. Sanchez		(28) APPROVAL NUMBER 08-006		(29) DATE SIGNED 1/10/2008	(30) EXPIRATION DATE 1/10/2013
<b>PART III - ARCHIVAL SELECTION (Per Government Code Section 14755)</b>					
THE ATTACHED RECORDS RETENTION SCHEDULE:					
(31) <input checked="" type="checkbox"/> Contains no material subject to further review by the California State Archives					
(32) <input type="checkbox"/> Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)					
(33) SIGNATURE - CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE Spring Bailey, Archivist			(34) DATE SIGNED Jan. 23, 2008		



08-006

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA (47)	REMARKS  (48)
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)

1.	390		Motor Carrier Files			Act.			Act.		File destroyed 3 years after permit is revoked or expires. <i>See #7</i>
2.	244		Motor Carrier Files (Inactive)			3			3		File destroyed 3 years after permit is revoked or expires.
3.	25		Common Carrier Tariffs			Act. + 3			Act. +3		Active and inactive tariffs stored in same set of binders. Tariffs removed and destroyed 3 years after revocation.
4.	40		Enforcement Case Files (Open)			Act.			Act.		File destroyed 3 years after case is closed. <i>See #5</i>
5.	58		Enforcement Case Files (Closed)			3			3		File destroyed 3 years after case is closed.
6.	10		Complaint Files (Open)			Act.			Act.		File destroyed 3 years after complaint is closed. <i>See #7</i>
7.	38		Complaint Files (Closed)			3			3		File destroyed 3 years after complaint is closed.

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(35) CalRIM APPROVAL NUMBER <b>08-006</b>										(36) PAGE 3 OF 3 PAGES	
ITEM # (37)	CUBIC FEET * (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items) (40)	MEDIA (41)	VITAL (42)	RETENTION				PRA (Exempt) & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
8	3.0		Enforcement Case Files (Open) (Los Angeles)			Act.			Act.		Files destroyed 3 years after case is closed, <i>see # 9</i>
9	8.5		Enforcement Case Files (Closed) (Los Angeles)			3			3		Files destroyed 3 years after case is closed.
10	2.875		Enforcement Case Files (Open) (San Diego Home Office)			Act.			Act.		Files destroyed 3 years after case is closed, <i>see #11</i>
11	8.625		Enforcement Case Files (Closed) (San Diego Home Office)			3			3		Files destroyed 3 years after case is closed.
12	2.5		Enforcement Case Files (Open)(Sacramento)			Act.			Act.		Files destroyed 3 years after case is closed, <i>see #13</i>
13	10		Enforcement Case Files (Closed) (Sacramento)			3			3		Files destroyed 3 years after case is closed.
14	5 Gigs		Enforcement data base (TICS and Case Tracker)			Act.			Act.		Files active
15			STD 70 RECORDS INVENTORY WORKSHEET P			CURRENT			CURRENT		Retain as "Current" until no longer needed for reference or analysis, whichever is later.
16			STD 73 RECORDS RETENTION SCHEDULE P			CURRENT			CURRENT		Retain as "Current" until revised. NOTE: Although revision is required every five yrs. from date approved by CalRIM, RRS that are not revised remain in effect but are considered non-current.